Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	6/02/25
Prepared by	D. Shiva Shankar	Sign	Sw
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	DILPREET Tours PVT LTD		Rotra & Co. Stund.	680	☒Y ☐N	☐Y ☐N
2.					☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			680/-		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY			
Date:	07 FEB 2025 G. JAIKUMAR AGM-HR & Admin		07 FEB 2025 A. SAMBA...	

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DILPREET FUSES PVT LTD

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 22/01/25

		Rs.	Ps.
Paid to	Ratan & CO.		
towards	Purchasing of Rubber Sheet	680	00
Rupees	Six Hundred and Eighty only		
Paid by Cheque / Cash ✓	Cheque No. | Dated | Drawn on Bank	680	00

Prepared by Approved by Receiver's Signature

[illegible]

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date [illegible]

		Rs.	Ps.
Paid to	[illegible]		
towards	[illegible]	[illegible]	
Rupees	Six Hundred [illegible] only		
Paid by Cash / Cheque	Cheque No ____ Dated ____ Drawn on Bank ____	680	00

Prepared by [illegible] Approved by Receiver's Signature

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS
7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
E-mail : rajastamps@hotmail.com

Ph : 27704625
Cell : 9032008269
SMS/Whts App : 9032008263

M/s. DILPREET TUBES PVT LTD

No. 2416

Date : 22/01/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Stamps Inward	220	00
	Outward	220	00
	Rounded Seal	240	00
	TOTAL	680	00

MODI PROPERTIES PVT. LTD. SEC'BAD

22/1/25

CHECKED
SECURITY/SUP.
By: .... Dt: 22/1/25

As per Specimen Attached

For RAJA & CO.

INWARD	
Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
DILPREET TUBES PVT. LTD.	

DILPREET TUBES PVT. LTD.

OUT WARD	
Outward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
DILPREET TUBES PVT. LTD.	

DILPREET TUBES PVT. LTD.